

## Appendix A

### SAMPLE WORDING FOR REQUESTING OUTSIDE LETTERS

#### A. **For Tenure Only:**

Dear Professor \_\_\_\_\_:

The Department of \_\_\_\_\_ at Florida State University is considering whether or not to recommend as advice to the University that Dr. \_\_\_\_\_ be granted tenure in the Department of \_\_\_\_\_ effective Fall Semester 2018. \_\_\_\_\_ was the effective date of Dr. \_\_\_\_\_'s promotion to Associate Professor, the rank that he/she must hold before being eligible for tenure.

For tenure consideration, the University requires three letters from scholars in the candidate's field who are tenured Full Professors at institutions outside Florida State University. These letters should give an assessment of Dr. \_\_\_\_\_'s standing as a scholar in and include an evaluation of the quality of his/her contributions to this field. Comments concerning Dr. \_\_\_\_\_'s level of attainment in other areas of activity appropriate for a tenured faculty member, such as teaching and service to the discipline, are also welcome if known to the respondent. This letter should state whether or not the outside reviewer would support tenure for this candidate at FSU.

I am writing to ask if you would be willing to write such a letter about Dr. \_\_\_\_\_. Under Florida law, evaluative information is protected from disclosure to the general public. However, such communications are open to the affected faculty member as well as to the appropriate tenure committee members.

University Promotion and Tenure Committee rules stipulate that all responses to letters soliciting evaluation for promotion and tenure purposes must be included in the candidate's binder. If you can write a letter for us, I would appreciate receiving it as soon as possible, because our recommendations must be submitted to committees in mid-September. I have enclosed a vitae and publication list for your convenience. If you are unable to write, I would appreciate your letting me know that as soon as possible.

Sincerely,  
(signed by department chair or dean for colleges  
without departments)

**B. For promotion to Associate Professor and for tenure:**

Change first and second paragraphs of Sample Letter A to read:

The Department of \_\_\_\_\_ at Florida State University is considering whether or not to recommend as advice to the University that Dr. \_\_\_\_\_ be promoted to the rank of Associate Professor and be granted tenure in the Department of \_\_\_\_\_ effective Fall Semester 2018. Dr. \_\_\_\_\_ has been an Assistant Professor in this Department since Fall Semester \_\_\_\_\_ and he/she was an Assistant Professor at the University of Virginia for two years prior to that time.

For promotion to Associate Professor and tenure considerations, the University requires three letters from scholars in the candidate's field who are tenured Full Professors at institutions outside Florida State University. These letters should give an assessment of Dr. \_\_\_\_\_'s standing as a scholar in \_\_\_\_\_ and include an evaluation of the quality of his/her contributions to this field. Comments concerning Dr. \_\_\_\_\_'s level of attainment in other areas of activity appropriate for a tenured faculty member, such as teaching and service to the discipline, are also welcome if known to the respondent. This letter should state whether or not the outside reviewer would support promotion and tenure for this candidate at FSU.

**C. For promotion to Professor only:**

Replace first two paragraphs of Sample Letter A with:

The Department of \_\_\_\_\_ at Florida State University is considering whether or not to recommend as advice to the University that Dr. \_\_\_\_\_ be promoted to the rank of Professor in the Department of \_\_\_\_\_ effective Fall Semester 2018. Dr. \_\_\_\_\_ has been a tenured Associate Professor in this Department since \_\_\_\_\_.

For promotion to the rank of Professor, the University requires three letters from scholars holding the rank of Professor outside the University. These letters should give an assessment of Dr. \_\_\_\_\_'s national standing as a scholar in the field of \_\_\_\_\_ and include an evaluation of the quality of his/her contributions to this field. Comments concerning Dr. \_\_\_\_\_'s level of attainment in other areas of activity appropriate for a faculty member, such as teaching and service to the discipline, are also welcome, if known to the respondent. This letter should state whether or not the outside reviewer would support promotion for this candidate at FSU.